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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 9 June 1955

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

25X1A a. [REDACTED] Depot: (reopened and continued item)

25X1A [REDACTED]

(2) Members of the Real Estate and Construction Division, the Agency Safety Officer, the PBS Safety Officer, and the Depot examined the problem created by a recent flash flood in the west end of the Depot enclosure. It was determined that immediate steps must be taken to improve existing drainage.

25X1A [REDACTED]

b. Supply Training: (continued item)

The three-week Supply portion of the Seventh Logistics Support Course was completed on 3 June 1955. The last week was devoted entirely to a presentation of case problems and exercises with complete participation of all students. They displayed great interest in this type of instruction and felt that their knowledge of supply was increased; giving them a much better understanding of supply procedures and field supply operations. Due to the outstanding success of this type presentation, it is contemplated that in future courses lecture-type instruction will be decreased and more time and attention given to student participation in case problems and exercises.

2. PROJECTS AND STUDIES IN PROCESS:a. Requirements Forecasts: (continued item)

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The proposed revision of instructions for forecasting materiel requirements [REDACTED] is completed. The associated forms have been revised and photostat reproductions are being made in order that copies of the

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forms may be submitted with revised instructions to the forecasting echelons for review and comment.

b. Supply Regulations: (continued item)

(1) [REDACTED] This proposed publication, outlining the areas of responsibility for Agency components, was distributed for working level coordination on 6 June 1955 to Special Support Assistant to Director of Logistics, the Comptroller, Director of Communications, Director of Security, and Director of Training. Applicable comments were requested by 30 June 1955.

(2) [REDACTED] The editorial changes on Chapter 24 and the samples of printed supply forms will be completed this week and returned to Regulations Control Staff. The complete publication will then be forwarded by RCS to Deputy Director (Support) for approval and to Deputy Director (Plans) for authentication.

c. Project [REDACTED] (Reopened and continued item)

*Common project*  
The first requisition for material for Project [REDACTED] was received on 7 June 1955. A firm deadline date of 5 July 1955 is established for the delivery of this material to [REDACTED] Warehouse. This information is indicated on the requisition and will be extended to the Shipping Document. The Case Officer for this project prefers that the material be driven overland in order that it may be road tested and also to ensure the meeting of the deadline. Transportation Division was informed of this requirement.

d. Stock Level Review: (reopened and continued item)

A special review has been conducted of Materiel Group III (Industrial Machinery and Instruments) to determine the adequacy of existing stock levels in view of the increased activity in property classes within this grouping since the last periodic review. Based on the results of this study, action has been taken to effect revision of existing stock levels of this material.

e. Redistribution of Stocks: (continued item)

The study made on the issue experience on stock items within Materiel Groups II (Transportation and Air Equipment), III (Industrial Machinery and Instruments), IV (Engineering Equipment), and V (Photographic Equipment and Supplies) is now being coordinated with technical personnel to obtain their comments relative to the advisability of storing limited stocks of major items within these groupings in the [REDACTED] Depots. From all indications, the contemplated redistribution will be confined to a limited number of items of photographic material.

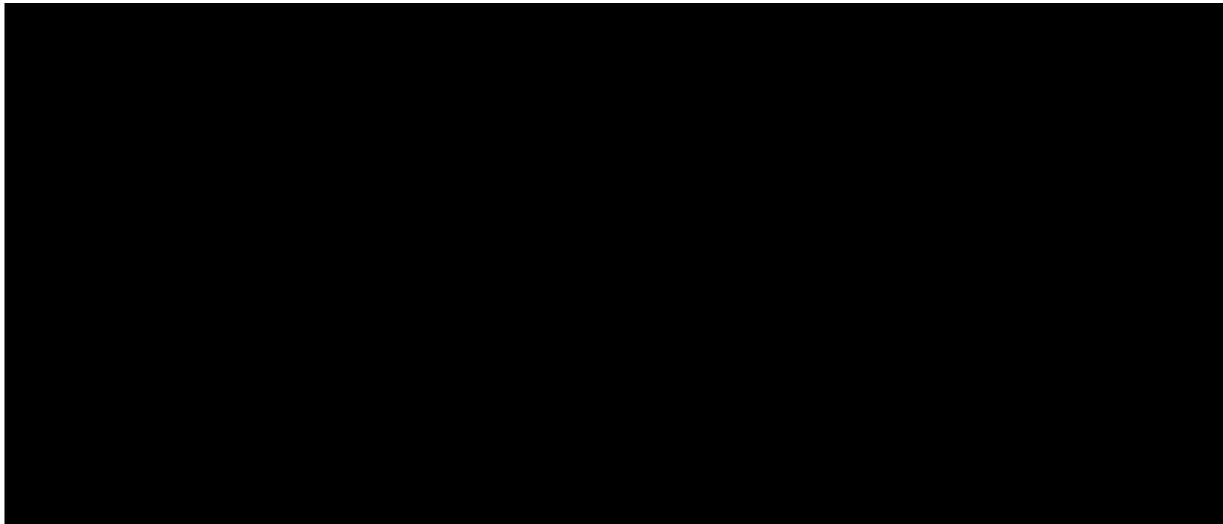
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f. Flex-O-Print Catalog: (reopened and continued item)

Stock Catalog Change Bulletin No. 2, which is effective 1 July, is now being distributed.

3. OTHER ITEMS OF INTEREST:



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b. Safe Files: (continued item)

(1) Current status of safe files is 26 on hand, 300 due in, and 178 due out. Two hundred of the 300 scheduled for delivery have been received on Purchase Order No. 55-3143. Representatives of Physical Security Branch and Office of Logistics have made visual inspections of the safes received and have found numerous minor defects, including accumulation of rust on drawer suspensions, defective locking bolts, width of the drawer at variance with original request, scratched and marred surfaces resulting from improper packing, plus other deficiencies.

(2) It has been determined that there has been no GSA inspection of the safes at the factory nor has there been an inspection by Agency representatives at the factory. Arrangements are being made with Procurement Division to provide GSA inspection of these safes at our warehouse. It is planned to have Physical Security representatives present to participate in this inspection. Final determination on acceptance or rejection of the safes will be made upon completion of the inspection.

*See item  
in PD report  
+ item 2.C.  
p. 2.) on  
this same  
matter*

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Next 1 Page(s) In Document Exempt

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[REDACTED] This matter is being stressed to all personnel being furnished [REDACTED] vehicles as a matter of information in order that they may be aware of their responsibility in obtaining adequate insurance coverage to protect the Agency's interests.

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j. Inspection of Vehicles [REDACTED] (new and completed item)

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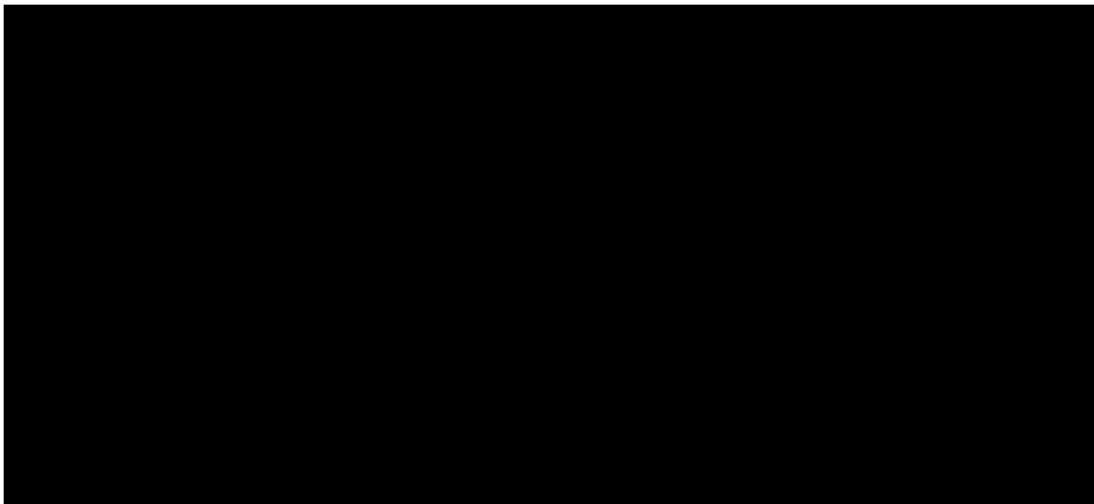
Contacts have been made with Transportation Division and also with personnel at [REDACTED] to determine the availability of inside or covered storage facilities for stocked vehicles. Neither source is in position to provide inside or covered storage at the present time. To offset the lack of adequate storage, stocked vehicles will be scheduled for a monthly surveillance and preventative maintenance check to ensure that they are in running order.

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k. Requests for Printing: (new and completed item)

A meeting was held with representatives of Procurement and Printing and Reproduction Divisions to discuss the proposed new procedures relative to requisitioning and reprinting forms. It was agreed that Reproduction Division would draft the procedure and obtain all necessary concurrences prior to making any changes in the existing procedures.

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4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Current status of Division's objectives was reported to the Assistant Director of Logistics on 15 April 1955.

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